

Colorado Statewide Summer Reading Program Mini-Grant Information

- We know that the Summer Reading Mini-Grants are a relatively small amount of money.
- We know we want to make it easy for public libraries to get the money and spend the money.
- We know that public libraries want to have an easy way to report what they did with the money.

The Colorado State Library is an Institute of Museum and Library Services (IMLS) federal grant recipient and is required to comply with the terms and conditions of the grant awards, as well as with applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars. These may be found at <http://stateprograms.ims.gov> OR www.whitehouse.gov/omb/circulars.

All mini-grants, because they are federally funded, through the Library Services and Technology Act (LSTA) must be spent on "allowable costs".

The BEST way to spend your Mini-Grant money is to purchase books for your library collection related to the summer reading theme. This is clearly educational, allowable, and will definitely help your library every year!! Sometimes promotional items (incentives) are allowed but must be *directly relatable to the project, and have a clearly demonstrable and legitimate purpose*. Incentive items need to be educational and informational in nature rather than promotional. They may not be used as gifts, models, or souvenirs.

The BEST way to fund extra incentives, prizes, and other materials for Summer Reading is to have your local Friends or Foundation match (or exceed!!) the mini-grant award. Many libraries also partner with local businesses and other organizations to cover the costs of incentives or promotional materials. This is also a very good way to increase your community visibility and to make friends and publicly acknowledge their support.

We want you to buy books that support the annual theme and enhance the usability of your local library collection.

Requirements for Mini-grants:

1. Plan the outcomes for your SRP by writing an OBE target statement (or more than one).
2. Submit it as part of your Mini-Grant proposal.
3. Sign the Mini-Grant Agreement and return it to the State Library when you are notified of the award.
4. Receive your Mini-Grant funds and spend the money on books to enhance the library's collection.
5. Have a wonderful (exhausting) time doing Summer Reading activities.
6. Submit both the SRP Annual Report and the Mini-Grant Report by September 30.

As part of your Mini-Grant agreement (new this year) we're also sending you the following:

- Mini-Grant Agreement to sign and return
- Outcomes-Based Evaluation (OBE) Information
- Sample OBE statements

We'll need your Mini-Grant Report AND your Summer Reading Annual Report by the end of September. They will be available online in August at www.cde.state.co.us/cdelib/SummerReading/minigrants.htm

For further information:

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www.cde.state.co.us/cdelib/SummerReading